### **Quick Reference Guide**

#### **Employee – Year-End Conversation**

End-of-year conversations are an important part of our performance cycle at Carnival UK. They give an opportunity to reflect on what you've achieved against your goals and recognise the work you've accomplished over the year.

Before you start your year-end conversation check out the Insider page for information on how to prepare.

During your conversation, you and your manager will discuss your performance rating for the year. You final rating and comments will be available for you to view on *my*HR Portal 29 December. You will receive a notification when this is available to view.

#### **Quick guide to year-end conversations**



## **Quick Reference Guide**

# *my*HR portal

### Employee – Year-End Conversation

1. Login to your Home page and click Career and Performance

X ACTIONS	APPS		
Personal Details	0		
Document Records	Directory	Pay	Leave and Attendance
Contact Info			
Family and Emergency Contacts		0	<b>E</b>
My Organization Chart	Career and Performance	Personal Information	Benefits
My Public Info			
Change Photo			

2. Click on Performance.



- 3. Check that the review period is **Carnival Performance 2023**.
- 4. Click on the Year-End Conversation 2023.



5. You will then see the **Overall Summary**, Behavioural Competencies & Performance Goals.

Review and evaluate the contents of each section of the evaluation. Click submit when you're done.	
Document Details	~
Overall Summary	✓ Edit
Employee Comments	
Add comments here	
Show Additional Info	
Evaluation Topics	^
Feedback	
	Evaluate
Behavioral Competencies	Evaluate
Behavioral Competencies Employee Comments	Evaluate
Behavkorat Computencies Employee Comments Performance Goals	Evaluate
Behavioral Competencies Employee Comments Performance Goals of 1 commented Employee Comments	Collade Collade
Behavlaral Competencies Employee Comments Performance Goals 0 of 1 comments Employee Comments Development Goals	Evaluate Evaluate Evaluate

- 6. Select Evaluate and review how you have lived our <u>Culture Essentials</u> and progress against your goals. Think about your successes, challenges, and areas to develop.
- 7. Once you have added your comments click **Save**.
- 8. Any feedback that you have requested over the year will be visible in the **Feedback** section under **Evaluation Topics**.
- 9. Once you are happy with your comments, click Submit and the document will be sent to your manager to review. We recommend that you complete the Summary section in the Overall Summary, Behavioural Competencies & Performance Goals.
- The current task will change to Manager Evaluation of Workers and 1/3 tasks complete.

CUK Year End Evaluation 2023	Kate Atterbury No participants	
Current Task Manager Evaluation of Workers	Task Completion	
All Tasks Worker Self-Evaluation Manager Evaluation of Workers Share Performance Document		

- **11.** Your manager will review your comments prior to your Year-End Conversation.
- **12.** Your final performance rating and comments will be available to view on **29 December**. You will receive a notification in *my*HR Portal and via email.